



Inspectional Services Department

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Building/Zoning Inspectors
(617) 796-1060
Zoning Board of Appeals
(617) 796-1060
Plumbing and Gas Division
(617) 796-1070
Electrical Division
(617) 796-1075
TDD/TTY
(617) 796-1089

SITE PLAN / PLOT PLAN REQUIREMENTS (NEW HOUSES, ADDITIONS, OPEN DECKS, SHEDS)

- ◆ Drawn in ink to scale of 1" = 40' / 1" = 20' (as applicable)
- ◆ Contain original stamp and signature of Registered Professional Land Surveyor or Registered Professional Engineer
- ◆ Lot line dimensions and bearings
- ◆ Existing / proposed contours (topography) as applicable (grade change)
- ◆ Existing / proposed building foot print (dimensioned)
 - All lot line and setback dimensions
- ◆ Location of water, sewer connections at inverts
- ◆ Top of concrete elevation, basement finished floor elevation A/A
- ◆ Garage floor elevation (garage under), elevation at back of sidewalk A/A
- ◆ Site drainage (as required per Engineering Department) A/A
- ◆ Average grade plane calculations (show work) A/A
- ◆ Height of building calculations (show work) A/A
- ◆ Basement definition (show work) A/A
- ◆ Open Space calculation
- ◆ Lot coverage calculation
- ◆ Build factor calculation (Ordinance #V-91)(30-15(p))
- ◆ Floor Area Ratio (FAR) (show calculations)
- ◆ Driveway openings
- ◆ On-site parking A/A
- ◆ Any and all easements
- ◆ Road layouts and right of ways A/A

A/A – as applicable